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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2003
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #8**

TO: Child and Adult Care Food Program Sponsors

FROM: Susan Perkowski Anderson
Office of School Support Services

DATE: November 21, 2002

SUBJECT: Reminder on CACFP Training

The next New Program/Orientation on the Child and Adult Care Food Program (CACFP) will be offered on **Thursday, December 12, 2002** at the Michigan Department of Education, Hannah Building - Upper Parking Level, Conference Room 3, 608 W. Allegan, Lansing, Michigan.

This training is designed for: New CACFP Sponsors and New staff of current sponsors responsible for record keeping. In some cases, we recommend personnel responsible for ensuring program compliance attend a session as part of corrective action to an administrative review.

For your convenience, an agenda is enclosed. Some topics that will be addressed include: income eligibility forms, monitoring, meal attendance, allowable costs and claim preparation.

The training will begin promptly at 9:00 a.m. and end approximately 3:00 p.m. Please allow ample time for parking. Lunch is on your own. There is no charge to attend. **Attached is a registration form. Please fax the registration form to Ginger Czubak at (517) 373-4022** to reserve your space. Visitor parking is available on Kalamazoo Street behind the Michigan Library and Historical Center.

Please be advised that the Allegan Street entrance into the Hannah Building is closed. You should proceed around the building to enter on the courtyard side. You must check in at the security desk. A CACFP staff member will be contacted to escort you to the meeting room. Therefore, I advise you to allow a minimum of 20 minutes to locate parking, walk to the Hannah Building, be admitted through security, and be escorted to the conference room.

If you have any questions, please contact the Child and Adult Care Food Program at (517) 373-7391.

Enclosures (2)

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Child and Adult Care Food Program ORIENTATION

Agenda

Introductions/CACFP Updates

What Do You Know?@

CACFP Resources

ANNUAL Record Keeping Requirements

- † Application
- † Income Eligibility Statements
- † Civil Rights/Ethnic Data
- † Staff Training
- ^ Site Monitoring (Multi-sites only)

DAILY Record Keeping Requirements

- † Menus
- † Meal Attendance
- † Center Attendance

MONTHLY Record Keeping Requirements

- † Reimbursement Claim
- † Reimbursement Computation
- ^ Electronic Submission of Claim
- † Status Report
- † Claim Amendment
- † State of Michigan Check
- † Title XX Requirement (for-profit centers only)
- † Procurement/Buying Procedures (comparison shopping)

OTHER RECORDS

- † Documentation of Enrollment
- † CACFP Operational Memos
- † Child Day Care License
- † Reviews and Audits
- ^ Blank Forms

What Do You Know?@/Evaluations